

UNITED STATES BANKRUPTCY COURT  
Southern District of Alabama  
201 St. Louis Street  
Mobile, Alabama 36602

Video Teleconferencing  
Helpful Hint and Reminders

1. The equipment is set up to pick up images of all parties seated at the conference table; therefore, do not move the equipment or rearrange the furniture.
2. Since the video teleconferencing monitors do not operate like conventional television sets, do not change any settings or change channels.
3. This system has a document handling camera. We will provide additional instructions on the use of the document camera at a later date.
4. There may be a slight delay in the time words are spoken at one site and then received at the other site by the communications equipment. This does not indicate an equipment malfunction, and is a normal indicator of the communication operation.
5. Please speak somewhat louder and more clearly than you do in your usual conversational tone.
6. Room lighting may affect the quality of reception. The lighting in the conference room is fixed and should not be adjusted.
7. In case of an emergency, please contact any of the following individuals:

<u>Person</u>	<u>Phone</u>
David Cook	334-441-5391 x114
Jim Wood	334-441-5391 x140
Troy Baas	334-441-5391 x105
Faith Hoffman	334-441-5391 x126
Jan Smith	334-441-5391 x104
Jerome McCain (GSA Building Mgr.)	334-223-7310